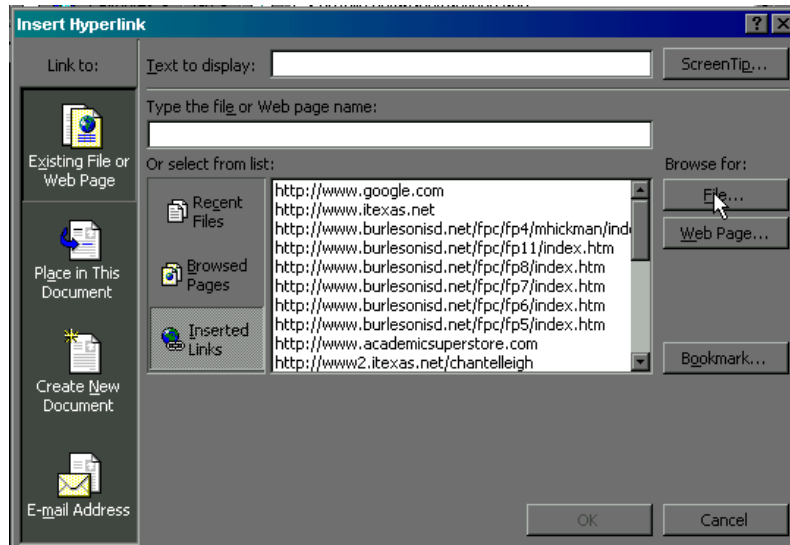
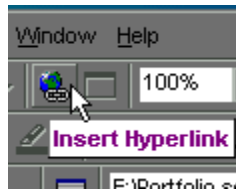


Creating a Hyperlink

To add a hyperlink leading to another document or file:

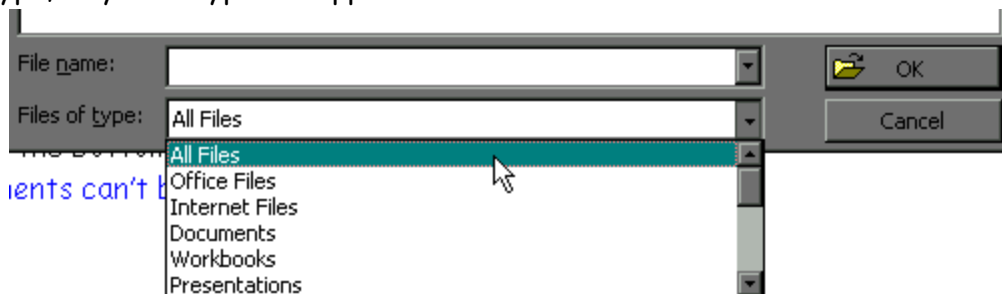
Highlight the text that will be the link to the other document or file. Click on the world with the paper clip or select "Hyperlink" from the "Insert" menu.



Click the "File" button and navigate to the file you want to link. Double click the file and click "OK" when the file name appears in the "Type the file or Web page name:" box. You may also edit the "Text to display:"

If you need to edit a hyperlink, right click the link (or highlight and insert a hyperlink) and it will open the box shown above. The name of the incorrect file will need to be deleted before the new one can be located using the "File" button.

Click on the "File" button. At the bottom of the "Link to File" window (as pictured below) change the "Files of Type:" box to "All Files." If this box is on a particular type, only that type will appear in the window.



Then proceed as when first selecting the file to link.